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GUIDELINES FOR RETREAT PRESENTATIONS
March 29, March 30, and March 31, 2006

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The main objectives of the retreat are to promote scientific interchange and communication, present areas of possible scientific collaboration, and delineate areas of possible overlap within the intramural program. We can meet the objectives of the retreat this year by a useful and productive interchange of information in a communal and not a competitive spirit. Thus, the information given is to be considered privileged information and should remain within the NIA.

Selected investigators will present a 10-minute talk followed by 5 minutes of discussion. Questions are only to be answered during the discussion period. A speaker-timer will be used to ensure that everyone stays within the allotted time frame.

Poster Presentations:

Poster presentations should conform to the same objectives as stated above. Poster boards are 4 feet horizontal and 4 feet vertical, made of compressed paper and will require use of push-pins (push-pins will be provided). Due to budget constraints, please do the best poster you can with the lowest possible price. Everyone is expected to be well prepared which will ensure an optimal retreat experience for the entire program. **Due dates for Photography and Arts Section are as follows: Poster Titles: March 21; Large Format Posters: March 14.**

Materials to be Presented Orally:

All presentations **must** have data. The investigator should present the rationale, preliminary data, and technical expertise on which the ongoing project(s) are based. All previously published background deemed pertinent to the presentation can be summarized in one background slide. The presentations are to be appraisals of where the project stands, and the last several slides should indicate the main directions and goals of the project for the coming year. In the interest of time, please avoid speculation, theorizing, or excessive model building. Sequence slides should not be shown. Please try to limit the number of slides to 10 or less.

All presentations <u>must </u>be created using *Powerpoint* to be displayed using a LCD projector at 800x600 resolution. The LCD projector provides a brighter display and the flexibility to edit and test your presentation as you work on it. Each presentation must have a title slide, matching the title on the agenda. **The deadline for submitting your *Powerpoint* file is Wednesday, March 22, 2006 at noon.** Submit your file by copying your presentation to X:\retreats\scientific2006. Name your presentation with the date and time of your talk using the format *yynn-hh-mm.ppt*, where *yynn* is the date in month/day format (0330 or 0331 in March, or 0401 in April), *hh* is the hour using a 24 hour clock, and *mm* are the minutes. For example, if your presentation is on Wednesday at 11:15, name your file *0330- 11- 15.ppt* and if it is on Friday at 3:45, name your file *0401-15-45.ppt*.

*Note if using a Macintosh computer the instructions are:
For OS 7-9, chooser, DAVE, server irpns6, labdata, and log in.
For OS X, apple-k, smb://irpns6/labdata, enter and login.
Then go to the folder retreats, scientific2005.

Suggestions for Clear Presentation of Data:

1. No sequence slides; 2. Don't put too many words on a slide; 3. Don't use too many slides (~1/minute is a good target); 4. No gels labeled lanes 1, 2, 3, 6. Each data (or gel) slide should state a conclusion at the bottom (perhaps 1 or 2 main points to be made). Do not use 3D, shadowed, or embossed text, unless absolutely necessary. If you have any questions, please contact Taya Dunn-Johnson, OSD, NIA at 410-558-8035 or email: <u>dunnt@grc.nia.nih.gov</u>.